

**HISTORICAL RESOURCES BOARD STAFF
CURRENT WORK PROGRAM ELEMENTS**
[assigned to 1.0 senior planner position]
November 20, 2003

General and Designation Support for HRB consisting of the following:

- Supervise intern and administrative assistant.
- Respond to phone calls and Emails regarding historic site-specific, potential historic site-specific and project-related inquiries.
- Prepare correspondence regarding various subjects related to Board business or staff review.
- Review preliminary historical reports (not yet submitted) for adequacy of information prior to submittal of request for docket date.
- Review historical reports for voluntary historical designation request.
- Field check sites for all historical designation requests.
- Conduct docket review meetings, prepare reports for historical designation requests, review historical reports prepared by other staff
- Manage agendas and prepare meeting records for the three active Subcommittees of the HRB – Archaeology, Design Assistance Subcommittee and Policy.
- Meet with applicants/review project plans prior to scheduling items for Design Assistance Subcommittee.
- Meet with applicants about projects that may affect potentially historic building.
- Review and order agenda for HRB meetings.
- Prepare chair briefing agenda for HRB meetings.
- Manage appeal process for appealed designations, including meetings, briefings, report writing, hearings.
- Review/correct/prepare minutes and resolutions for monthly HRB meetings and actions.
- Review, comment, and advise on potential historical districts (Burlingame, Islenair, Alberta Place/Hawk Street) where there is community activity.
- Prepare policy documents in conjunction with other Department staff and/or Deputy Planning Director as necessary.
- Prepare staff reports for projects requiring HRB recommendation for Site Development Permit or other discretionary entitlement, including:
 - Review project plans for consistency with U.S. Secretary of the Interior's Standards and develop staff recommendation.
 - Review project environmental document and develop staff recommendation.
 - Prepare attachment with detailed analysis of Standards consistency.
- Attend Community Planning Group meetings on historical issues and coordinate preparation of necessary presentation materials.
- Administer annual Historic Preservation Awards program, with awards finalized by Policy Subcommittee and presented at the May HRB meeting.

Historical Assessment Review for Planning-Historic Discipline as part of Development Review Process

- Review site-specific historical studies (and field check sites when necessary) within 10 days.
- Provide comments to DSD-EAS regarding potential historicity either by memo or by inserting comments to project tracking system.

Ministerial Permit Review for Historic Sites

- Plan check ministerial projects for designated historic sites and prepare necessary documentation of review/approvals.

Documentation Plan Review

- Review plans, photo log and photographs for local HABS level documentation.
- Prepare comment memo or input comments into project tracking system.
- Transmit archival materials to appropriate historical societies.

Development Project Review for Planning-Historic Discipline Preparing Private Development Items for HRB as Discussed in General Support [above]

- Review plans for consistency with City's historical resource regulations and guidelines, and U.S. Secretary of the Interior's Standards.
- Insert review cycle comments (multiple reviews) into project tracking system.
- Attend scheduled meetings with DSD and/or applicant as necessary.
- Prepare analysis and report for Subcommittee as necessary, and for HRB
- Review and comment on environmental document, MMRP, DSD staff report, permit resolutions and conditions.
- Attend Hearing Officer, Planning Commission and City Council meetings to represent Historical Resources section.

Environmental Review

- Review environmental documents for projects affecting historic sites, potentially historic sites and districts, etc.
- Coordinate with DSD Project Manager if project may affect historic resource and prepare comments for transmittal.

"Walk-up" Reviews

- Inquires about additions to potentially historic sites
- Inquires about consistency of additions to designated sites prior to submittal to DSD

Section 106

- Administer HRB's participation in Section 106 consultations and MOA/PA consultations, including scheduling for review with Policy Subcommittee and the HRB (Hotel San Diego, Navy Region Southwest, MCRD PA and ICRMP, etc.)
- Coordinate with EAS staff regarding initiation of Section 106 review for development projects utilizing federal funds, providing comments as necessary.

- Prepare correspondence relaying HRB review comments on proposed MOAs/PAs.
- Review projects that are not within scope of Section 106 MOAs/PAs (Airport Authority, MCRD, etc.)
 - Provide review of Housing Commission historic evaluations per Section 106 PA
 - Quieter Home Program
 - MCRD

Surveys and Districts/Various Responsibilities

- Review and comment on draft owner-initiated district information including district description, eras of significance, context statements, DPRs and assessment of contributing status.
- Oversee contracts, review and accept consultant work, prepare for hearings for Uptown Survey and Context
- Oversee contract, review and accept consultant work, prepare for hearings for North Park Survey
- Attend meetings on coordination of various districts.
- Oversee contracts, review and accept consultant work, prepare for hearings for La Jolla Survey oversight
- Oversee work of community, and staff research for future Islenair District
- Process individual site designations through Quieter Home Program and prepare for future Loma Portal Historical District
- Anticipate and prepare to work on future Alberta Place/Hawk Street Historical District following completion of Uptown Survey and Context work

Certified Local Government Responsibilities

- Prepare Certified Local Government annual report with assistance from Barbara and transmit to HRB for review and approval prior to transmittal to OHP.
- Review and schedule nominations to the National Register for HRB recommendation and Council recommendation.
- Plan and hold annual training retreat for Boardmembers.

Existing Conditions Support

- Provide historic site and district boundary/site information to EC staff .
- Review historic layer map for accuracy.
- Participate in EC team meetings for appropriate communities.

Old Town

- Support the recognized community planning group.
- Support the BID/Chamber of Commerce Design Review Board
- Support City Council-established Design Review Board